



Business Transformation Agency
1851 South Bell Street
Arlington, VA 22240-5291

MEMORANDUM FOR: SEE DISTRIBUTION

FEB 22, 2007

SUBJECT: Defense Business Transformation Agency Fellows Program Nominations

The Defense Business Transformation Agency (BTA) is inviting nominations for its 2007-2008 Fellows Program, which will commence on or about July 09, 2007 for a period of up to one year. Nominations are due by April 13, 2007 and must be approved and signed by the cognizant component flag officer/Senior Executive Service leader. After evaluation of nominee packets, the BTA will confirm the selection of all candidates to their respective component by May 11, 2007.

The BTA, established in October 2005, is seeking Fellows who will be able to contribute to the Department of Defense's cutting-edge transformation efforts. The Fellows Program is a six month to year-long, hands-on managerial development program under my direction. It is designed to enhance the career development of selected mid-level DoD professionals at grades O4/O5 and GS-12 to GS-14 (NSPS Professional Pay Band II-III) who have demonstrated top-managerial potential. The purpose of the BTA Fellows Program is to broaden the depth and experience of future DoD executives and leaders in business transformation. This is an exciting time for officers and managers to participate in the Department of Defense's newest agency to drive and accelerate improvements to business operations.

It is highly recommended that at least one nomination be submitted from each addressed office. Candidates should have a background in any one or more of the following functional areas: acquisition (including contracting), logistics (e.g., supply, maintenance, transportation, engineering, health services, weapon system life cycle support/management, property administration), financial management, human resources/personnel management, public affairs, program management, Enterprise Resource Planning (ERP) implementation, enterprise architecture development, or metrics and strategic planning. They must be experienced using systems or databases associated with their functional area. Selectees will be assigned to one or more of the following offices within the BTA:

Defense Business Systems Acquisition
Executive
Agency Operations

Transformation Planning and
Performance
Transformation Priorities and
Requirements

Additional information about our organization may be found on our website:
<http://www.dod.mil/bta/>.

All nominees must submit the training agreement (attachment 1) with appropriate signatures for approval. All nominees must submit a current resume/bio along with a supervisory letter of endorsement from their cognizant component flag officer/Senior Executive Service leader that highlights why the candidate should be selected. Nominees should be those individuals identified as having high potential for advancement and who are capable of outstanding performance in a results-based, innovative environment. Although candidates must possess a favorably completed National Agency Check, if a security clearance is held, that should be made known in the resume as well as the date of expiration.

Selectees will execute duties in Crystal City, Arlington, Virginia, however, limited travel is possible. Civilian participants remain assigned to their parent organization for their time in the program. Military participants are assigned in accordance with their respective Service or command policy. The trainee's salary, travel and transportation costs to and from the training site, as well as living expenses, will be the responsibility of the parent organization. Business Transformation Agency will fund all BTA-directed official travel which does not include travel to/from home station if outside the Washington DC area. All other expenses during the year are born by each fellow's parent organization, including salary and living expenses.

If you have any questions about our Fellows Program, please contact Ms. Pam Elliott on (703) 604-3717, DSN 664-3717.

Please submit nominations by April 13, 2007 to bta.hr@bta.mil or to:

Business Transformation Agency
Agency Operations / Human Resources
1851 South Bell St., Rm. 501
Arlington, VA 22240-5291

For additional information on the BTA Fellows Program, please visit the BTA website at www.dod.mil/bta/fellows/index.html.



David M. Fisher
Director

Attachment: a/s

DISTRIBUTION:

Office of the Assistant Secretary of Army, Financial Management and Comptroller
(FM&C) Headquarters, Department of the Army, Office of the Deputy Chief of Staff for
Personnel (G-1)
Headquarters, Department of the Army, Office of the Deputy Chief of Staff for Logistics (G-4)
Chief Information Office (CIO), G-6
Headquarters, Department of the Army, Office of the Deputy Chief of Staff for Programs (G-8)
Deputy Undersecretary of the Army, Business Transformation
Secretary of the Air Force Finance/Comptroller (SAF/FM)
Secretary of the Air Force, Chief Information Office (XC)
Headquarters, U.S. Air Force, Deputy Chief of Staff, Manpower and Personnel (DP/A1)
Headquarters, U.S. Air Force, Deputy Chief of Staff, Logistics, Installations, & Mission
Support (A4)
Office of the Assistant Secretary of the Air Force (Acquisition)
Office of the Assistant Secretary of the Navy, Financial Management and Comptroller
(FM&C)
Chief of Naval Operations, Manpower and Personnel (N1)
Chief of Naval Operations, Fleet Readiness and Logistics (N4)
Chief of Naval Operations, Resources, Requirements and Assessments (N8)
Department of the Navy, Chief Information Office
Deputy Commandant for Manpower & Reserve Affairs (G1)
Headquarters, U.S. Marine Corps, Deputy Commandant for Installations and Logistics (G4)
Headquarters, U.S. Marine Corps, Deputy Commandant for Programs and Resources (G8)
Office of the Assistant Secretary of Defense (Health Affairs) Enterprise Architecture,
Integration & Communications
Deputy Commander, US Transportation Command
Director, Defense Contract Management Agency
Director, Defense Finance and Accounting Service
Director, Defense Information Systems Agency
Director, Defense Logistics Agency
Director, Defense Acquisition University
Director, Department of Defense Human Resources Activity
Director, Joint Staff

DOD-WIDE TRAINING AGREEMENT FOR DEVELOPMENT OF FELLOWS OF THE BUSINESS TRANSFORMATION AGENCY

Fellow's Name:

Assignment: Business Transformation Fellow
Business Transformation Agency
c/o Agency Operations
1851 South Bell Street., Room 501
Arlington VA 22240-5291

I. General Objectives:

A. General Familiarization. The stated purpose of the Business Transformation Agency (BTA) Fellows Program is:

1. To broaden exposure of participants to more than one Core Business Mission Area, to include management of acquisition, logistics, financial, and human resources.
2. To expose participants to Department of Defense-level organizations and management processes of business transformation systems.
3. To enhance career development patterns for mid-level management personnel.

B. A specific program to implement these general objectives for (Name) _____ involves assignment to one or more of the following offices within the Business Transformation Agency for a period of _____.

II. Specific Assignment Objectives:

A. OBJECTIVE. To provide exposure to leadership decision-making of business transformation. Fellow will be incorporated in the Headquarters front office to observe the BTA leadership in their decision-making processes. Fellow is exposed to BTA interaction at leadership-level with agency offices, DoD Military Components, Congressional oversight, and the commercial sector.

B. OBJECTIVE. To provide program management leadership for enterprise programs in the Business Mission Area. Develop, coordinate, and integrate projects, programs, systems, and initiatives that support DoD Enterprise-wide business capabilities.

C. OBJECTIVE. To provide facilitation of maximum resource utilization and increased performance within the Business Transformation Agency's time, cost, and performance constraints. Through the Milestone Assurance Team, define and manage business related data standards and strategies.

D. OBJECTIVE. To provide the primary link to the Principal Staff Assistants (functional business requirement owners) within the Office of the Secretary of Defense, as well as other Department of Defense-level organizations. Ensure that the functional priorities and requirements of these client organizations are reflected in both the Business Enterprise Architecture (BEA) and the Enterprise Transition Plan (ETP), and in the guidance for business system investment management.

E. OBJECTIVE. To provide management of the BTA's information strategy, encompassing integration efforts, strategic planning, change management, technology visioning, and long-term internal and external communications. Ensure that integrated best industry practices are applied to all areas of strategic planning and communications for the agency.

F. OBJECTIVE. To provide immediate business process and business system challenges that adversely impact current operations. Deliver near-term value by connecting the DoD's business mission to the warfighter, identifying and addressing frontline opportunities.

G. OBJECTIVE. To provide leadership in investment management for DoD Enterprise-level business systems. Coordinate the efforts of the DoD 5000 series as it pertains to business systems. Support and coordinate the Investment Review Board (IRB) processes and actions for certification .

III. Officials Responsible for the Program:

A. Director, Business Transformation Agency

B. Director, Personnel

(Fellow's Parent Organization)

IV. Flexibility Provisions. When the evaluation of the Fellow's progress indicates it is necessary, the training plan may be modified to meet the trainee's developmental needs.

V. Evaluation of Trainee's Progress. The Fellow's immediate supervisor at each training organization will evaluate the trainee's progress at the end of the rotational tour. All appraisals will be reviewed by the Director, Business Transformation Agency.

VI. Status at Completion of Program. Upon completion of the Fellowship, the participant will return to duty with his/her parent organization.

VII. Recommendation/Concurrence/Approval. The following signatures are the minimum necessary to ensure appropriate persons at the parent organization are notified and/or approve of the BTA Fellow's nomination, in case of:

A. Nominee:

NAME	SIGNATURE	PHONE	DATE
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B. Notified/Recommend Approval from Trainee's Direct Supervisor:

NAME	SIGNATURE	PHONE	DATE
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C. Notified/Recommend Approval from Fellow Organization's Director of Personnel:

NAME	SIGNATURE	PHONE	DATE
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D. Approval from Flag Officer or Senior Executive Service Leader:

NAME	SIGNATURE	PHONE	DATE
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